



aractech

Global Learning for Operational Leaders

HUMAN RESOURCES AND TRAINING | HRT-061

The Effective HR Advisor

Contact

+31 85 7444446
info@aractech.com
<https://aractech.eu>

Address

Waarderweg 50, 2031PB Haarlem - Netherlands.

Course content

Why Attend

HR advisors play a vital role in supporting managers, guiding employees, ensuring compliance, and delivering practical people solutions that improve business performance. To be effective, HR advisors must combine strong technical HR knowledge with communication, relationship management, and problem-solving skills. This course provides participants with practical tools to strengthen advisory capability across recruitment, performance, employee relations, policies, and stakeholder management.

Course Methodology

- This course uses an interactive and practical approach through presentations, case studies, role plays, group discussions, practical exercises, HR scenarios, and real workplace examples.

Course Objectives

- Understand the responsibilities of a high-performing HR advisor
- Build strong relationships with managers and employees
- Support recruitment, onboarding, and reward processes effectively
- Improve performance management and employee relations advice
- Conduct training needs analysis and policy reviews
- Manage internal and external stakeholders professionally

Target Audience

- HR Advisors
- HR Officers
- HR Generalists
- HR Business Support Staff

Course outline

Detailed course outline

Day-by-day outline for The Effective HR Advisor.

Day 1 - Foundations of Effective HR Advisory

- Role and responsibilities of an HR advisor
- Communication and relationship-building skills
- Working effectively with line managers and stakeholders
- Aligning HR support with organisational objectives
- Ethics, confidentiality, and professional conduct
- Building credibility as a trusted advisor

Day 2 - Recruitment, Selection and Reward Support

- Planning recruitment campaigns and job advertisements
- Shortlisting and application screening methods
- Interviewing and candidate assessment techniques
- Offer management and employment contract processes
- Delivering effective induction and onboarding support
- Understanding pay structures and performance links

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Day 3 - Managing Employee Performance and Attendance

- Best practices for performance review processes
- Partnering with managers to improve performance
- Managing attendance, sickness, and absence trends
- Advising on disciplinary and grievance matters
- Supporting career development through performance discussions
- Using HR data to improve organizational outcomes

Day 4 - Training Needs and Policy Management

- Conducting training needs analysis (TNA)
- Managing development requests and growth opportunities
- Succession planning and talent continuity basics
- Writing and reviewing formal policies and procedures
- Importance of staff handbooks and codes of conduct
- Supporting managers in consistent policy application

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Day 5 - Managing Stakeholders and Continuous Improvement

- Supervising junior HR staff and team coordination
- Getting the best from HR teams
- Managing suppliers, agencies, and contractors
- Working professionally with trade unions
- Continuous improvement within HR services
- Reflection on lessons learned and best practices

Seminar dates

Available seminar dates

Live dates and pricing for The Effective HR Advisor generated from the course details page.

Date	Location	Format	Fee
1 - 5 June 2026	Kuala Lumpur	Classroom	€1,575
8 - 12 June 2026	London	Classroom	€2,695
15 - 19 June 2026	Amsterdam	Classroom	€2,975
6 - 10 July 2026	London	Classroom	€2,695
20 - 24 July 2026	Barcelona	Classroom	€2,975
3 - 7 August 2026	London	Classroom	€2,695
10 - 14 August 2026	Barcelona	Classroom	€2,975

Live online option

Online delivery is available at €1,250.